



Verification	Originator	Approved	Issued
Initials	TH	ST	ST
Date	10/03/2014	12/15/2014	12/15/2014

**Title: COFL-GTL- ED 4.4.1-3 Roles and Responsibilities Annual Review
Maintenance**

Person responsible: ESMS Core Team

Area of application: George T. Lohmeyer Wastewater Treatment Plant

Document location: www.fortlauderdale.gov/ESMS

Revisions

Rev. No.	Date	Description
001	7/19/16	Updated Person Responsible to ESMS Core Team
002		

Recurring action items

Activity	Responsibility	Frequency
1. Review the matrix of roles and responsibilities. Edit the list as necessary.	ESMS Core Team	Annual
2. Review the roles and responsibilities procedure to verify it is current.	ESMS Core Team	Annual

Participants in this Review

Employee	Section	Signature	Date
Todd Hiteshew	Public Works		
Steve Curmode	Public Works		
Marie Pierce	Public Works		
Miguel Arroyo	Public Works		
Richard Matherson	Public Works		



Nancy Alvarez	Public Works		
Mary Ann Johnston	Public Works		
Misti Youel	Public Works		

Activity <i>(update where needed)</i>	Review Comments
Review matrix of roles and responsibilities	ESMS Core Team reviewed all positions and updated any changes to personnel.
Review the procedure	Minor edits to procedure.
Determine potential changes, if any.	No major changes.